



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: March 4, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement March 7, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, March 18, 2016**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

CE VI Construction Engineer
Region 2/District 2/Project Implementation
Highways
Dixon

Attachments
40738

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, March 18, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification: Civil Engineer VI

Salary Range: \$6,945 - \$11,020

Position Title: Construction Engineer

Union Position: ☒ Yes ☐ No

Position Number: PW116-23-52-201-00-01

IPR#: 40738

Office/Central Bureau/District/Work Address:

Division of Highways / Region 2 / District 2 / Bureau of Project Implementation / 819 Depot Avenue, Dixon, IL

Description Of Duties:

This position is accountable for planning, directing, and coordinating the district Construction Section, Bureau of Project Implementation, thereby ensuring that highway improvements are constructed in accordance with the plans, specifications, and policies.

Special Qualifications:

The following criteria is required:

- Current Illinois Professional Engineer license
- Valid driver's license

The following criteria is desired:

- Ten years of experience in the practice of civil engineering of which at least six years should be in the specific area of highway engineering, four years of which should include the planning and supervision of significant engineering work
- Knowledge of the principles and practices of engineering
- Ability to supervise a staff engaged in field functions
- Ability to maintain cooperative relationships with department and industry staff
- Strong communication skills

Shift/Remarks:

8:00 am - 4:30 pm / Monday – Friday

***THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	November 6, 2015	POSITION:	Construction Engineer
APPROVED BY:	<i>Paul Loete</i>	OFFICE/DIVISION:	Highways - District 2
CODE:	PW116-23-52-201-00-01	REPORTS TO:	Engineer of Project Implementation

Position Purpose

This position is accountable for planning, directing, and coordinating the Construction Section of the District Bureau of Project Implementation, thereby ensuring that state highway improvements are constructed in accordance with the plans, specifications, and policies.

Dimensions

Subordinate Personnel:	5 Direct, 120 Indirect
Annual Operating Budget:	Approximately \$2.2 Million
Construction Projects in Progress Annually:	130 Projects, Value: \$200 Million

Nature and Scope

This position reports to the Engineer of Project Implementation, as do the Materials Engineer, the Implementation Support Technician, and an Executive Secretary I. Reporting to this position are four Construction Field Engineers, the FAS and FAUS Field Engineer, and an Executive Secretary I.

This position functions in a developing area characterized by high traffic volumes, rapidly changing land use, a large number of abutting independent local governmental units, the existence of a large, complex, and interconnected system of utility facilities, and a declining availability of right-of-way, all of which enormously complicate the task of constructing efficient, economical highway improvements, while at the same time meeting the demands for the safety, mobility, and convenience of the public during construction. In addition, there are many miles of rural highways and bridges that must be built as vital links in the farm-to-market system.

Typical problems encountered by the incumbent include: assigning project workload and personnel to Field Engineers; determining the validity of contractor payments, time extensions, and change order requests; determining the proper scope of work for proposed highway improvements; ensuring proper documentation to secure complete reimbursement from the Federal Highway Administration for completed projects; determining the applicability of design features and standard specifications to particular problems encountered in the field; and determining the most appropriate solutions to the more complex engineering problems associated with construction. The greatest challenge to this position is to assure the smooth operation of the many projects that are under construction at the same time by assigning subordinates to the proper projects so that the quality and timeliness of the projects will not be compromised so the RE/RTs are not assigned to the same contractor within a two-year period and so that inspectors are rotated among RE/RTs annually.

The incumbent is personally responsible for review and approval of the contractors' construction work activities and personnel assignments so as to meet completion dates; continuously evaluating construction progress and taking appropriate action to overcome delays; approving change orders, requests for time extension, and contractor payments; approving revised traffic control procedures in the construction area to balance the demands of highway safety and mobility; recommending appropriate statewide revisions in standard specifications and construction procedures; recommending the use of consultants to meet schedules; preparing and documenting Bureau budgetary submittals and ensuring adequate control of budgetary expenditures; and investigating and developing solutions to complaints that require changes to construction projects.

The incumbent accomplishes accountabilities through the following staff:

Five Construction Field Engineers, (one of whom handles FAS and FAUS projects), with a staff of 120 engineers, technicians, and inspectors who supervise the layout, inspection, and construction of the various projects.

Executive Secretary I who independently performs responsible secretarial duties.

The incumbent works under standard guidelines relating to construction supervision, but is expected to exercise considerable independent judgment in expediting construction progress, recommending deviations in plans and specifications to solve construction problems, and managing the internal affairs of the Bureau in matters relating to personnel and budget management. The incumbent exercises wide latitude and extensive independent engineering and managerial judgment on all matters pertaining to the operational objectives of the Construction Section of the Bureau of Project Implementation.

The incumbent maintains contacts with the District and Central Bureau of Project Implementation and the personnel in Program Development and Operations; also with local government and contractor personnel solving problems encountered with other District construction personnel regarding statewide approaches to common problems; and with Federal personnel to obtain approval of construction projects.

The effectiveness of the position can be measured by the accomplishment of a large construction program at reasonable engineering costs and ensuring quality construction.

Principal Accountabilities

1. Ensures that construction projects are completed in accordance with governing specifications, plans and special provisions, and at acceptable engineering costs.
2. Ensures that construction proceeds in a manner that balances the demands for high safety, mobility, and convenience to the public.
3. Approves contractors' schedules to ensure that construction projects are completed in accordance with allotted working days or completion date.
4. Ensures that complaints or inquiries from citizens, the media, governmental officials, and contractors are handled expeditiously and politely.
5. Selects, trains, and motivates a technically competent staff.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.